

**BY ORDER OF THE COMMANDER  
56TH FIGHTER WING (AETC)**



**AIR FORCE INSTRUCTION 36-502**

**LUKE AIR FORCE BASE**

**SUPPLEMENT  
Supplement**

**20 SEPTEMBER 2013**

**Personnel**

**MANAGING CIVILIAN PERSONNEL  
RESOURCES**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Air Force Instruction (AFI) 36-502, Managing Civilian Personnel Resources, is supplemented as follows. This supplement applies to all appropriated fund civilians positions assigned to the 56th Fighter Wing (56 FW). This instruction applies to U.S. Air Force Reserve Units and members assigned or attached to Luke Air Force Base. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**SUMMARY OF CHANGES**

The revision to this supplement is administrative only to update formatting to conform to AFI 33-360, *Publications and Forms Management* guidelines. Updates records management statement, recommendation for change of publication, and adds Attachment 1, Glossary of References and Supporting Information.

2.2.1. (Added) to paragraph 2.2. The 56 FW Civilian Corporate Board will be chaired by the vice commander. The vice commander and group commanders will serve as voting members. Comptroller Squadron commander and supervisors for Financial Analysis, Civilian Personnel, and Manpower will serve as advisory members.

MICHAEL D. ROTHSTEIN  
Brigadier General, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI 36-502, *Managing Civilian Personnel Resources*, 30 March 1994

AFMAN 33-363, *Management of Records*, 1 March 2008

***Adopted Form(s)***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFB**—Air Force Base

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**ANG**—Air National Guard

**OPR**—Office of Primary Responsibility